



DEPARTMENT OF HEALTH AND HUMAN SERVICES

**NAVAJO AREA
INDIAN HEALTH SERVICE**



VACANCY ANNOUNCEMENT

CH-09-01

OPENING DATE

January 5, 2009

CLOSING DATE

January 16, 2009

POSITION

DENTAL ASSISTANT;
DENTAL ASSISTANT (EF)

LOCATION AND DUTY STATION

PHS INDIAN HOSPITAL, DENTAL DEPT., CHINLE, AZ
DUTY STATION: Tsaile Health Center, Tsaile, Arizona

GRADE/SALARY

GS-0681-03, \$24,499 PER ANNUM;
GS-0681-04, \$27,504 PER ANNUM;
GS-0681-05, \$30,772 PER ANNUM

NUMBER OF VACANCIES

ONE VACANCY - PCN: 066804

APPOINTMENT

- PERMANENT
- TEMPORARY
- NTE: _____

WORK SCHEDULE

- FULL-TIME
- PART TIME
- INTERMITTENT

AREA OF CONSIDERATION

- COMMUTING AREA
- NAVAJO AREA WIDE
- IHS WIDE
- DHHS WIDE

SUPERVISORY/MANAGERIAL

- YES, MAY REQUIRE ONE YEAR PROBATION
- NO

PROMOTIONAL POTENTIAL

- YES, TO GRADE 05
- NO KNOWN POTENTIAL

HOUSING

- YES, GOVERNMENT HOUSING AVAILABLE
- PRIVATE HOUSING ONLY

TRAVEL/MOVING

- MAYBE PAID FOR ELIGIBLE EMPLOYEES
- NO EXPENSES PAID

DUTIES: This position is located under Dental Department at Tsaile Health Center, Tsaile, Arizona. Incumbent is responsible for the restoration of teeth after preparation is completed. This may include selection, contouring and placement of matrices, placement of bases and liners and packing, carving and polishing routine alloy restorations. Places and finishes routine composite restorations and places and contours temporary restorations. Is responsible for routine chairside assisting, of accurate recording of examination information and treatment performed. Responsible for ordering necessary supplies and keeping clinic properly stocked at all times. Responsible for day-to-day maintenance of all clinic areas, including minor equipment adjustments and cleanliness of clinic areas. Keeps all instruments sharpened and properly cleaned or sterilized. Takes impression for study models, pours, and trims models, fabricate custom trays and bite rims. Applies and removes rubber dams, remove sutures, apply desensitizing agent, place surgical gauze following extraction's and apply and remove periodontal dressing. Exposes, processes and mounts intra and extra-oral radiographs. Performs oral prophylaxis and applies topical fluoride treatments. Performs other related duties as assigned.

THIS POSITION IS LOCATED IN A TABBACO-FREE ENVIRONMENT



QUALIFICATIONS REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.

NOTE: Public Law 97-35 requires that persons who administer radiologic procedures meet the credentialing standards that are set forth in 42 CFR Part 75. Essentially, they must (1) have successfully completed an educational program that meets or exceeds the standards described in that regulation and which is accredited by an organization recognized by the Department of Education and (2) be certified as radiographers.

The following are deemed to have met the requirements of 42 CFR Part 75:

(1) Persons employed by the Federal Government as radiologic personnel prior to the effective date of the regulation (December 11, 1985) who show evidence of current or fully satisfactory performance or certification of such from a licensed practitioner such as a doctor of medicine, osteopathy, dentistry, podiatry, or chiropractic, who prescribes radiologic procedures to others.

(2) Persons first employed by the Federal Government as radiologic personnel after the effective date of the regulation who (a) received training from institutions in a state or foreign jurisdiction which did not accredit training in that particular field at the time of graduation, or (b) practice in a State of foreign jurisdiction which did not license that particular field or which did not allow special eligibility to take a licensure examination for those who did not graduate from an accredited education program; provided that such persons show evidence of training, experience, and competence as determined by OPM or the employing agency.

POSITIVE EDUCATION REQUIRED: NO

LICENSURE REQUIRED: NO

BASIC QUALIFICATIONS: Candidates must have had 26 weeks of general experience to qualify for the GS-03. Candidates must have had 26 weeks of general experience and 26 weeks of specialized experience to qualify for the GS-04; Candidates must have had 52 weeks of specialized experience equivalent to the GS-04 to qualify for the GS-05.

GENERAL EXPERIENCE: Any type of work that demonstrates the applicant's ability to perform the work of the position, or experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Examples of the type of experience that will be credited are: providing assistance to the Dentist; obtaining radiographs, and provide chairside assistance. This experience would have to include such things as handling instruments, recording examination and treatment performed, and performing restoration of teeth.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE: GS-03: Successful completion of (a) a 1-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation which included a course in radiation physics; radiation biology; radiation health, safety and protection; X-ray films and radiographic film quality, radiographic techniques; darkroom and processing techniques; and film mounting; or (b) practical nurse training approved by the appropriate State of District of Columbia accrediting body. **GS-04:** Successful completion of a 2-year dental assistant program or completion of 1 year of a dental hygiene program accredited by the American Dental Association's Commission on Accreditation which included at least 12 semester hours of courses such as those listed for GS-03 above. **GS-05:** Successful completion of a full 4-year course in dental assistant or dental hygiene which included at least 24 semester hours in courses as described for GS-03 above.

Special Requirements for Dental Assistant (Expanded Function) (GS-05 and above):

Applicants for Dental Assistant (Expanded Function) positions must have completed 1 year of acceptable course work, preceptorship, or other formal training and/or work assignments specifically designed to equip the applicant with knowledge and skills required to perform intra-oral procedures involved in the position to be filled. Examples of acceptable training are:

- Courses in a dental hygiene or dental assistant program accredited by the American Dental Association's Commission on Accreditation which are directly related to intra-oral procedures (also referred to as expanded functions) to be performed in the position to be filled;
- U.S. Army's Dental Therapy Assistant Training Program;
- Continuing education courses in expanded function for dental assistants offered by the Indian Health Service of the Department of Health and Human Services; or

Other training comparable to the above in private or governmental hospitals, clinics or schools which include formal classroom

instruction and clinical training in the knowledge and skills required to perform intra-oral procedures in the position to be filled.

SELECTIVE PLACEMENT FACTOR: NONE

TIME-IN-GRADE REQUIREMENTS: A candidate may be advanced to a position grade GS-05 or below if:

1. The position is no more than two grades above the lowest grade level he/she held within the proceeding year under non-temporary appointment; or
2. He/she met the above restriction for advancement to the grade of the position to be filled, at any time in the past; or
3. He/she previously held a position at or above the grade level of the position to be filled, at any time under any type of appointment.

Candidates applying under the provisions of the Merit Promotion Plan must have had 52 weeks of specialized experience equivalent to the GS-04 to qualify for the GS-05.

CONDITIONS OF EMPLOYMENT: Immunization requirements- All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunization will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position that requires regular work at a Service Unit.

REASONABLE ACCOMMODATIONS: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after- competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

NOTE Refer to OPM Handbook Qualification Standards, Series GS-0681 for complete information. Substitution of education for experience will be made in accordance with those standards. For more complete information contact your Servicing Personnel Office. **IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS BY THE CLOSING DATE OF THIS ANNOUNCEMENT.**

WHO MAY APPLY:

Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligibles (e.g., reinstatement eligibles and current permanent employees in the competitive Federal service) and from current permanent IHS employees in the Excepted Service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligibles entitled to Indian Preference may also apply under the provisions of the Indian Health Service Examining Plan. These candidates MUST indicate on their resume or, application, whether their resume or application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Candidates MUST indicate on their Application for Federal Employment/Resume, whether their application is submitted under the IHS Excepted Service Examining Plan, or the IHS Area Merit Promotion Plan or both if applicable.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, those with a 30% or more compensable service-connected disability).

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and show disability annuity has been or is being terminated, or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in lieu of RIF", or
5. Retired under the discontinued service retirement option, or
6. Was separated because he/she declined a transfer of function or directed reassignments to another commuting area

OR

B. Former Military Reserve or National Guard Technician who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.)
6. Be rated well qualified by achieving a score of 80 on a rating scale of 70 to 100 for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

EVALUATION CRITERIA: Evaluation will be made of Experience, Performance Appraisal, Training, Letters of Commendation, Self-Development, Awards and Outside Activities that are related to the position. To receive full credit for your qualifications, provide a narrative statement that fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishment and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for whether or not you are highly qualified for the position. Describe your qualifications in each of the following:

1. **KNOWLEDGE OF INSTRUMENTS, MATERIALS, AND STANDARDIZED DENTAL PROCEDURES TO PROVIDE CHAIRSIDE ASSISTANCE.**
2. **SKILL IN OPERATING AND ADJUSTING DENTAL X-RAY EQUIPMENT INCLUDES KNOWLEDGE OF DENTAL ANATOMY AND BONY STRUCTURES OF FACE TO TAKE DIAGNOSTIC RADIOGRAPHS.**
3. **KNOWLEDGE OF MEDICAL TERMINOLOGY TO MAINTAIN AND REVIEW PATIENTS MEDICAL RECORDS.**
4. **ABILITY TO CONVEY AND OBTAIN INFORMATION ORALLY.**

(SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS).

NOTE: "Declaration for Federal Employment" (OF-306) AND Addendum to OF-306 (Child Care & Indian Child Care Worker Positions), BOTH forms, must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding "YES" to any one of these two questions can make you ineligible for employment in this position. *If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.*

“DESIGNATION OF CHILD CARE POSITION UNDER P.L. 101-630 AND P.L. 101-647”

HOW & WHERE TO APPLY: All applicants, except Commissioned Officers, must submit ONE of the following to the PHS Indian Hospital, Human Resources Branch, PO Drawer PH, Chinle, Arizona 86503, **BY CLOSE OF BUSINESS (5:00 P.M.) ON THE CLOSING DATE:**

1. OF-612, Optional Application for Federal Employment;
2. ** Resume; OR
3. ** Any other written application format; PLUS Official Transcript of college courses; copy of your most recent performance appraisal and any other necessary documentation pertinent to the position being filled.

A copy of an Official Bureau of Indian Affairs Preference Certificate, BIA Form 4432, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but MUST state that such documentation is contained in their Official Personnel Folder.

**** INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:** Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. **SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES), AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.**

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, mailing address (with zip code) and Day and Evening Phone Numbers (with area code);
3. Social Security Number;
4. Country of Citizenship;
5. Veterans' Preference Certification - DD-214, indicating Discharge and/or SF-15 - if claiming 10-points. Veterans Preference is not applicable to current DHHS permanent employees, Federal employees with competitive status, or reinstatement eligibles.
6. Copy of latest SF-50, Notification of Personnel Action, if current or prior Federal employee.
7. Highest Federal civilian grade held (give series and date held);
8. High School - Name, city, state (zip code if known), and date of diploma or GED;
9. Colleges and universities - name, city, state (zip code if known), majors, type and year of any degrees received (if no degree show total semester or quarter hours earned). (Attach Official transcripts);
10. Work experience (paid and non-paid) - Job, Title, Duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), hours/week, and salary.
11. Indicate if we may contact your current supervisor;
12. Job-related training courses, skills, certificates, registrations and licenses (current only), honors, awards, special accomplishments.

NOTE: Applicants who do not submit the information requested above will be given credit only for the information they provide and may not, therefore, receive full credit for their Veterans Preference determination, Education, Training and/or Experience.

THIS OFFICE WILL NOT SOLICIT ADDITIONAL INFORMATION

WE WILL NOT ACCEPT APPLICATIONS RECEIVED BY FAX, E-MAIL OR ELECTRONIC RESUMES.

FOR MORE INFORMATION, CONTACT: Renae Ayze, Human Resources Specialist, 928/674-7034 OR e-mail Renae.Ayze@ihs.gov.

ADDITIONAL SELECTIONS: Additional or alternate selections may be made within 90 days of the date of the certificate issued if

the position becomes vacant or to fill an identical additional position in the same geographic location.

VETERANS: Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

INDIAN PREFERENCE: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the IHS is an Equal Opportunity Employer.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

EQUAL EMPLOYMENT OPPORTUNITY: SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTION OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

HUMAN RESOURCE CLEARANCE

DATE

EACH APPLICATION FORM AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY THIS ANNOUNCEMENT NUMBER CH-09-01 ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS MUST BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THE HUMAN RESOURCES OFFICE AND WILL NOT BE RETURNED.

SUPPLEMENTAL QUESTIONNAIRE
DENTAL ASSISTANT/DENTAL ASSISTANT (EF), GS-0681-3/4/5

1. **KNOWLEDGE OF INSTRUMENTS, MATERIALS, AND STANDARDIZED DENTAL PROCEDURES TO PROVIDE CHAIRSIDE ASSISTANCE.** The person in this position must be able to provide chair side assistance in all phases of dental procedures including restorative, prosthodontic, oral surgery, endodontic and periodontal treatments. Must be able to pass instruments and materials to and retrieve them from the dentist as instructed. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

2. **SKILL IN OPERATING AND ADJUSTING DENTAL X-RAY EQUIPMENT INCLUDES KNOWLEDGE OF DENTAL ANATOMY AND BONY STRUCTURES OF FACE TO TAKE DIAGNOSTIC RADIOGRAPHS.** The person in this position must be able to operate and adjust dental x-ray equipment. Must be able to identify proper positioning of face to take diagnostic radiographs and develop and finish film reading. What in your background shows you possess this skill?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

3. **KNOWLEDGE OF MEDICAL TERMINOLOGY TO MAINTAIN AND REVIEW PATIENTS MEDICAL RECORDS.** The person in this position must be able to chart examinations and treatment information as relayed by a dentist and must have the ability to explain dental information to patients and record related medical history of patients in chart. What in your background shows you possess this knowledge?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

4. **ABILITY TO CONVEY AND OBTAIN INFORMATION ORALLY.** The person in this position must be able to communicate effectively with patients individually and in groups including co-workers. Includes explaining procedures before and after treatments; schedule appointments. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number)

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C E R T I F I C A T I O N

I, CERTIFY, THAT ALL OF THE STATEMENTS MADE IN THE ABOVE QUESTIONNAIRE ARE TRUE, COMPLETE, AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND ARE MADE IN GOOD FAITH.

SIGNATURE OF APPLICANT

DATE